

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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June 11, 2007

TO: Each Supervisor

A handwritten signature in dark ink, appearing to read 'Browning', written over the 'FROM' line.

FROM: Philip L. Browning, Director

**SUBJECT: NOTIFICATION OF INTENT TO RENEW A SOLE SOURCE CONTRACT
WITH THE LOS ANGELES COUNTY OFFICE OF EDUCATION FOR
THE CHILD CARE TRAINING INSTITUTE**

In accordance with your February 23, 1999 Board motion on sole source contracts of \$250,000 or greater, I am informing you of the Department's intent to renew the Child Care Training Institute contract as a sole source contract with Los Angeles County Office of Education (LACOE). Funding for this effort for Fiscal Year 2007-08 was approved by the Chief Administrative Office (CAO) on May 23, 2007. The current contract with LACOE for this service expires on June 30, 2007.

Under this existing contract, LACOE provides the County with a series of workshops and training sessions pertaining to child care issues and are presented by qualified consultant trainers. Workshops are offered Countywide, to benefit licensed and license-exempt providers. Since the beginning of this program in March 1999 through March 2007, the Child Care Training Institute has provided training sessions to 29,060 licensed and license-exempt providers. Training sessions are offered in diverse languages (English, Spanish, Mandarin, Cambodian, Vietnamese, Russian, Armenian and Cantonese) and topics include health and safety issues, understanding legal rights and responsibilities, marketing and business practices in the child care arena, communication skills-building techniques for parents, and activities for young children.

Additionally, LACOE provides incentive packages to licensed and license-exempt providers upon completion of three training sessions from the Child Care Training Institute. These incentive packages include child care supplies and educational materials. Upon request, LACOE provides technical assistance services on the utilization of various health aid items such as smoke alarms, fire extinguishers, electrical outlets, and CPR/First Aid training. LACOE also provides fingerprinting of new providers prior to being licensed, a prerequisite for licensing.

In June 2006, your Board renewed the contract for a one-year period. State regulations allow contracting without competitive solicitation when services are to be rendered by a public agency.

As requested by the CAO, LACOE has been notified that they should secure future funding through alternative funding resources.

PLB:hp

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors